

2 x Order Entry Processor**Location:** Sydney**Duration:** Permanent**Position Purpose:** To support customers with regard to order entry processing. To ensure customer satisfaction through the timely and accurate processing of orders.**Position Summary:**

First point of contact for order processing and management

To proactively advise customers of outstanding requirements

To maintain exceptional customer service, and consistently strive to exceed customer expectations

Undertake continual training to ensure strong knowledge on Westcon Group's Vendors and Technologies

Ensure punctuality to all internal and external meetings

Meet all reporting deadlines

Other duties as requested